

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: March 20, 2013
	REFERENCE: RFQ / PR2398052 UzStandart Certification

Dear Sir / Madam,

You are kindly requested to submit your quotation for the following items before **6:00 p.m. local time (Tashkent) on March 29, 2013**

UZStandart Certification

Could you please hire a knowledgeable local company that can **organize, train and guide** experts of the Main Forensic Center of the Ministry of Interior (MVD) **through UzStandart certification** process that is based on **OzDSt ISO/IEC17025 and OzDSt ISO/IEC 9001:2008**. The focal goal for a company should be to help all departments within the Main Forensic Center of the Ministry of Interior (MVD) to get certified by the local Uzbek certification authorities. The following **Scope of Work** is a list of basic milestones and should not be limited to just these points

A. FAMILIARIZATION

1. to review the Main Forensic Center departments, sections and labs activities, duties and services;
2. to conduct an assessment audit based on **OzDSt ISO/IEC17025 and OzDSt ISO/IEC 9001:2008**;
3. to prepare a written assessment report;
4. to prepare a written calendar plan for the certification process;

B. CERTIFICATION REQUIREMENTS TRAINING

1. To arrange and conduct training courses that explain to experts of the Main Forensic Center about requirements of the **OzDSt ISO/IEC 17025 and OzDSt ISO/IEC 9001:2008**;
2. To develop and provide written training materials and handouts for all participants;
3. To conduct testing of experts and provide to participants appropriate certificates;

C. DOCUMENTS/SOPS DEVELOPMENT FOR LAB CERTIFICATION

1. To review necessary application documents and provide recommendations to the MVD for Forensic Center certification and accreditation;
2. To make sure that all relevant lab equipment is properly calibrated by certified authorities and to set an annual cycle for the calibration;
3. To conduct any required corrective action;
4. To arrange an internal audit process;
5. To provide assistance for internal audit and to prepare a written report;
6. To audit facilities and environmental conditions and to prepare a written report;
7. To audit methods and validation processes and to prepare a written report;
8. To audit traceability and to prepare a written report;
9. To conduct any required corrective action and to prepare a written report;
10. To prepare a general written report and recommendations for improvements;
11. To develop the Forensic Center certification passport (following the Uzbek legislation);
12. To develop all other documents that are required by the Uzbek legislation in order to obtain certification of UzStandart;

D. TRAINING

1. To arrange and conduct training courses that explain how to conduct an internal audit;
2. To develop and print enough written training materials and handouts for all participants;

3. To conduct testing and provide to participants appropriate certificates;
4. To plan and conduct an initial internal audit together with participants of the course;
5. To conduct joint preparation of a written initial internal audit report;

E. CONSULTING SUPPORT

1. To provide consulting and guidance support during the national certification authorities initial audit;
2. To provide consulting and guidance support for metrology standardization;
3. To provide consulting and guidance support for regulatory support and testing methods;
4. To provide consulting and guidance support during the national certification authorities audit;

1. Your quotation in English or Russian language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing service facilities in Tashkent city, Uzbekistan.

SUBMISSION REQUIREMENTS

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following address TashkentProcurement@state.gov or in sealed envelopes via mail/express mail or by hand to the address below not later than **6:00 pm local time (Tashkent) on March 29, 2013**

US Embassy Uzbekistan
3, Mayqorghon Street,
5th Block, Yunusobod District
Tashkent, 100093
Republic of Uzbekistan

ATTENTION: Please indicate on the envelop or on e-mail **subject the RFQ reference i.e. “RFQ / PR 2398052 / FME Certification”**. US Embassy will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same. Applicants with questions regarding this bidding should send them in writing (fax or E-mail) to:

US Embassy Uzbekistan

Fax: +998 71 120 63 35 or E-mail: TashkentProcurement@state.gov

Attn: Procurement Department